



Personnel

**PERFORMANCE FEEDBACK AND  
OFFICER/ENLISTED PERFORMANCE REPORTS**

**This instruction provides additional group guidance and responsibilities to its subordinate units on accomplishing timely feedback and officer/enlisted performance reports.**

Paragraph

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**CHAPTER 1**

**PERFORMANCE FEEDBACK**

**1.1 Commander Responsibilities.** A strong feedback program is important and will have a positive impact on the unit's mission and its people. Commanders, at a minimum, will:

**1.1.1** Track the completion of performance feedback.

**1.1.2** Ensure raters and ratees sign and date the feedback notification RIP before it is filed in the member's PIF.

**1.1.3** Compare feedback dates on evaluation reports with those on the notification RIP.

**1.1.4** Ensure performance feedback worksheets are not maintained in the member's PIF.

**1.1.5** Hold supervisors accountable for conducting acceptable and useful feedback sessions.

**1.1.6** Ensure all rater's raters are aware that they are allowed to review feedback worksheets on Technical Sergeants and below. Commanders may review feedback worksheets on NCOs, if appropriate.

**1.2.1** Giving the original feedback worksheet to the ratee.

**1.2 Rater Responsibilities.** Raters are responsible for:

**1.2.2** Keeping a copy of the feedback worksheet for the commander to review upon request.

## **CHAPTER 2**

### **OFFICER/ENLISTED PERFORMANCE REPORTS**

**2.1** Timely accomplishment and processing of OPRs and EPRs are important to providing feedback and recognition to our people. To be effective, this recognition and feedback should be timely. Submissions must be accurate and of high quality. The following guidelines apply when submitting OPRs and EPRs:

**2.1.1** Suspense: OPRs and EPRs that require a senior rater or senior rater's deputy endorsement are due to the group NLT 5 duty days after the report closeout date. Raters who do not have outstanding reports completed will not be authorized leave or TDY. Circumstances of late reports must be provided by commanders in writing so that trends can be identified and addressed. No later than the 20th of each month, units will provide 4 ASOG/CCEA a list of OPRs and EPRs that are due the upcoming month.

**2.1.2** Shells: Information on the report must match the information on the shell i.e., duty title, closeout, etc. If the shell was generated before a change took effect, make pen and ink changes to the shell and submit documentation to show the information has been updated in the system. Commanders will certify that they have reviewed an individual's PIF for derogatory information by including a statement on the SHELL/RIP that says either "I have reviewed the PIF and no pertinent information exists" or "I have reviewed the PIF and pertinent information is included in the report".

**2.1.3** Proposed endorsements: Proposed endorsements for 3 AF/CC and 4 ASOG/CC should be submitted on the report. For Senior NCO reports, 3AF/CC is the "senior rater" and 4 ASOG/CC is the "senior rater's deputy". For Senior NCO reports submitted for senior rater endorsement, include a copy of the member's last EPR. For officer reports, 3 AF/CC is reviewer on all reports and additional rater for anyone whom the 4 ASOG/CC directly supervises.

**2.1.4** Report: Provide a copy of the report with suggested endorsement. Print the form on one sheet of paper, head-to-foot. Mark all appropriate blocks. Date the signature on the date the report was actually signed, but no earlier than the actual close out date.

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